

ORCHARD MANOR
DIRECTOR OF EMPLOYEE
SERVICES/QUALITY
ASSURANCE
Benefit Position
Posted September 29, 2009



Under the supervision of the administrator, is responsible for the Personnel Functions and the Inservice Training Program for Orchard Manor. Provides programs for Orchard Manor, which meet the needs of the Orchard Manor Nursing Home and are in compliance with state and federal regulations. Coordinates the inservice program with department heads. Provides the structure necessary for orientation to the developmentally disabled unit as well as the nursing home in general.

QUALIFICATIONS:

Requires registration as a Registered Nurse in the State of Wisconsin, preferably with a Bachelor of Nursing Degree. Also prefer teaching experience and/or experience as an Inservice and Personnel Director.

Normal Working Hours: 8:00am – 4:30 pm, Monday – Friday, other hours as necessary to complete the job.

Salary Classification: Exempt F

Anyone interested should apply in writing to the address listed below by Tuesday, October 6th at 4:00pm:

Donna Haines
Orchard Manor
8800 Hwy 61
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity Employer (AA/EEO)**. All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work related limitations*